

SWIFT



Tacoma School District

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Getting Started

Accessing Site Management

SWIFT can be accessed from most internet connected devices. You are going to get the best experience from your desktop or laptop using the most up-to-date version of your web browser. Most features work on "touch" devices, such as Apple's iPad, but these kind of devices aren't officially supported. While you may be able to update your SWIFT site on your iPhone or Android phone, it isn't going to be a pleasant experience. You may, in fact, throw your phone at some point.

Officially, the following browsers are supported. While supported, if you are working with large pages and sites, older browsers such as Internet Explorer 7 and 8 are going to run slower than more modern browsers. Internet Explorer 9+ (as well as all other modern browsers) will be able to handle SWIFT much better.



Visit <http://classrooms.tacoma.k12.wa.us/manage> to manage your SWIFT site.

Once you're at the log in screen, enter your SWIFT username and password. If you forgot your username or password, click on the *Forgot your password?* link on the log in screen.

Navigating Site Manager

Here is a brief overview of the site manager, from the site dashboard screen.

The screenshot shows the SWIFT site manager interface. On the left is a sidebar menu (1) with options like Profile, Log out, Help, Contact Support, Demo Account (3), Pages in Menu, Home, Announcements, Events, Documents (4), Discussion, Links, Homework, Image Gallery, Practice Quizzes, and Blog. Below this is a 'Create Page' button and a 'Disk Space Used' indicator showing 11.1% (5.5 MB / 50 MB) (5). The top navigation bar (2) includes 'Unpublish Page', 'Advanced Settings', 'Page', 'Delete Page', and 'Editing Announcements'. The main content area (6) is titled 'Edit Page Details' and shows 'Announcements' with a text editor containing the text 'All students need to bring a bag of marbles with them to first day of class.' and an image of a snow-capped mountain. A 'Save' button is at the bottom. A legend on the right identifies the numbered callouts: 1 Side bar menu, 2 Top menu, 3 Site menu (Access site dashboard; Switch active site), 4 Page menu (Rearrange pages; Choose page to edit), 5 Disk quota indicator, and 6 Management area.

SWIFT's site manager is organized in a way that displays most commonly used features more prominently than other features. Users who aren't interested in the more advanced features of SWIFT can just ignore them, while "power users" can tweak their site to meet their specific needs.

Terminology

blog	A series of informational entries that may be commented on by visitors.
cell padding	The space between the edge of the cell and the content inside of the cell.
cell spacing	The gap between table cells. Most data tables have a cell spacing of about 1 or 2.
collection	Collections, in SWIFT, refer to pages that can have multiple records of a certain type.
focus	To click inside or be actively editing a form field.
page	A page is a single point on a web site. Each item on your site menu is one page.
pin	To force an object to the top of the page results, no matter how they are being sorted.
rich text	Formatted or styled text that can also include images, hyperlinks, and tables.
site	A site (short for web site) is a collection of pages.
site manager	The area in SWIFT where you go to update your SWIFT sites and pages.
slug	The human readable name of the page or site that exists in the URL. For example, with http://swift.district.edu/school-name/teacher-name , school-name is the slug for the school and teacher-name is the slug for the SWIFT site.
thread	In a discussion forum, the thread post contains the topic for the conversation.
URL	Another name for a web address. This is what is entered in a browser's address bar when visiting a particular page on the Internet.

Creating New Site

Administrators decide how many sites a user can create. If you are allowed to create your own sites, a **Create New Site** button will appear at the top-left of your Site Dashboard. Once you click on this button, your options for creating a new site will appear.

Importing SWIFT v1 Site

From the *Welcome/Create New Site* screen, you may have multiple options for importing your SWIFT v1 site. If you have an option that includes your SWIFT v1 site title, choose this option to skip having to log in with your SWIFT v1 credentials. Otherwise, click *Import [Different] SWIFT v1 Web Site*. If you cannot remember your SWIFT v1 site username and password, contact your SWIFT administrators.

Set Up New Site

Modify the settings of our your site and then push *Import* to queue your import.

Site Title *

Demo Account

Pages to Import *

☒ Home

☒ Announcements

☒ Contact

☒ Discussion

☒ Documents

☒ Events

☒ Image Gallery

☒ Homework

☒ Links

☒ Practice Quizzes

Import

Once you are at the *Set Up New Site* screen, enter the new title and choose which pages you wish to import from your old site. All enabled pages, except for *Grades*, can be imported.

After you click **Import**, your import request will be queued. Depending on how many people are in front of you, this could take a minute or several hours. You will be able to track its progress from your Site Manager. If your user profile has an email address filled in, you will be notified via email once your site has been imported.

Import SWIFT v1 Web Site *Demo Account*

Import Different SWIFT v1 Web Site

Creating Blank Site

If you want to start fresh, choose **Create Blank Web Site** from the *Create New Site/Welcome* screen. From this screen you can enter your site's title, choose its path (or slug), and choose what you want your first page to be. Once you've finished making your selections, click on the **Create Site** button. Your new SWIFT site will immediately be created.

Copying Existing Site

If you already have one site in SWIFT, you can copy it. From the *Create New Site* screen, a **Copy Existing Site** button will appear. To copy a site:

1. Click on **Copy Existing Site** to start the process.

2. Select the site from the drop down list of existing sites. Click **Continue >>**.

3. Change the site title and path for the new site. When you're ready, click **Start Copy Process**.

4. You site copy request will be entered into the queue. It may take minutes to hours to copy your site, depending on how busy SWIFT is.

Create New Site

This wizard can assist you in setting up another SWIFT site. First select how you would like to proceed.

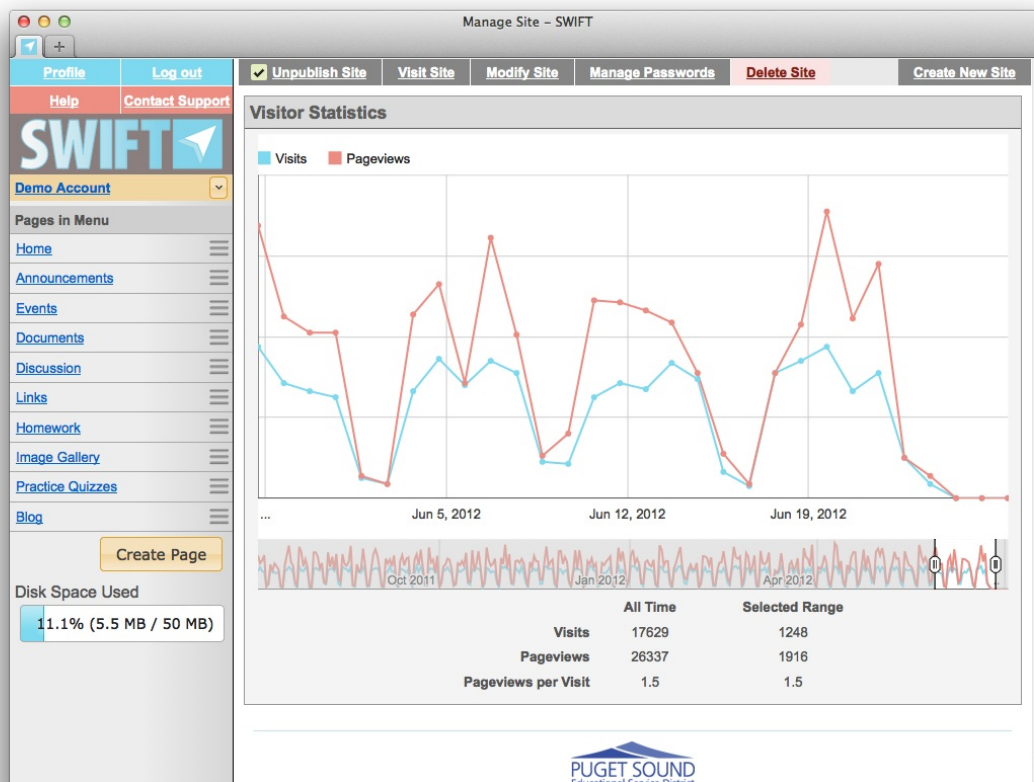
Create Blank Web Site

Copy Existing Site

Import SWIFT v1 Web Site

Site Dashboard

You can access the site dashboard by clicking on the name of your site in the sidebar's site menu. This screen gives you an overview of how many people are viewing your site and gives you some management options in the top menu. From the top menu you can publish and unpublish, visit, modify, and delete your site. You can also access your site's password manager from the top-menu.



Updating Site Title

Modify Site

Title *

Demo Account

Published **Password Protected Zone**

Published There are currently no protected zones available. [Manage Passwords](#)

[Modify](#) [Cancel](#)

Your SWIFT site's title appears at the top of each page and in your school's site directory. It should be relatively short (2-5 short words, max) and descriptive.

Example of good site title: Mrs. T. Rex's 1st Grade Classroom

Example of bad site title: Mrs. T. Rex's SWIFT Web Site That Lives in Cyberspace

To modify your site title, click on **Modify Site** in the top-menu of your *site dashboard*. Here you can also password protect your entire site and change its published status. Click **Modify** when

you have made your changes.

Deleting Site

The year has ended and you want to kick off the summer by trashing your SWIFT site so you can come back in the Fall and start fresh. This *may* be possible, if your administrators have allowed users to delete their own site. If you can delete your site, you will see a red **Delete Site** button at the top of your site dashboard. You will be asked to enter your password (to protect your site from that *one* student who always seems to be hanging out next to your computer).

Delete Site


Are you sure you want to delete the site **Demo Account**? **This will delete all pages and content.**

Verify Account Password

[Delete](#) [Cancel](#)

You may be reading this after you accidentally deleted your site. If that is the case, contact a SWIFT administrator immediately. If you notify them fast enough, it should be possible to restore your SWIFT site.

Publishing and Unpublishing Site

 **Unpublish Site**

Visit Site

Entire SWIFT sites can be marked as published or unpublished. Unpublished web sites will only be accessible to authors with access (when logged in). You can unpublish or publish your SWIFT site from your site dashboard's top-menu.

Password Management

You can password protect your entire SWIFT site, individual pages, or even some entries on your pages (such as photo albums and files). All your passwords are managed from your *Password Protected Zones* manager. You can access this manager from your site dashboard by clicking on the **Manage Passwords** option in your top-menu.

Password Protected Zones				
Create Password Protected Zone		Displaying 1-1 of 1 result(s).		
	Name	Password	Hint	Created
	Filter by title...	Filter by Password...	Filter by hint...	Filter by date...
  	Demo Zone	demo		June 26, 2012

From here you can add, remove, and modify passwords for use throughout your site. Thinking of your site hierarchically (sites have pages which may have entries, such as documents and photo albums), if you password protect your entire site, all of its pages and page entries cannot be password protected. If you password protect a page, individual entries cannot be password protected. Also, a user only has to enter the same password *once* per visit. If you have multiple files password protected with a specific password, they will only have to enter that password for the first file they try to download.

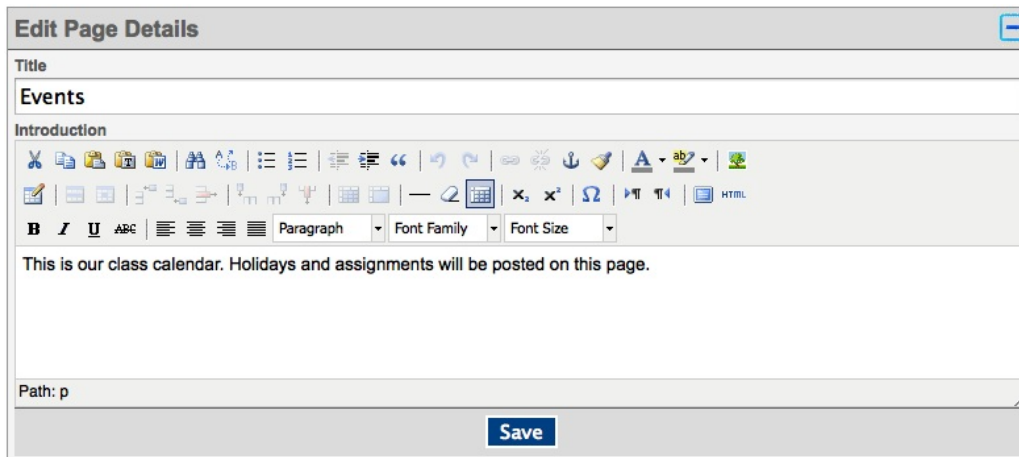
Sites in a password protected district or school will not be able to use the password protection features in SWIFT.

Managing Pages

Common Page Settings

Each page on your site has a *Title* field. Whatever is entered in this field appears as the text for the link in the menu. It also appears at the top of the page. Titles should be short and descriptive. Avoid the temptation to make your title more than 2 or 3 short words.

Many page types also allow you to enter static content on the page itself. For special page types, static content can often be added to the page introduction. You can update the title and static content fields from the page editor (accessible by clicking on one of the pages in the left-side page menu). Sometimes these fields are hidden in a collapsed section titled *Edit Page Details*. To expand the section, either double click on the title (*Edit Page Details*) or click on the plus icon in the top-right of the section header.



Edit Page Details

Title
Events

Introduction

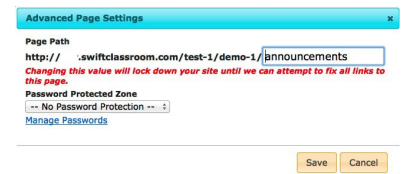
This is our class calendar. Holidays and assignments will be posted on this page.

Path: p

Save

Advanced Page Settings

You can access advanced page settings from the top-menu while editing a page. From here you can modify the path (or *slug*) of a page and password protect a page.



Advanced Page Settings

Page Path
http://.swiftclassroom.com/test-1/demo-1/announcements

Changing this value will lock down your site until we can attempt to fix all links to this page.

Password Protected Zone
-- No Password Protection --

[Manage Passwords](#)

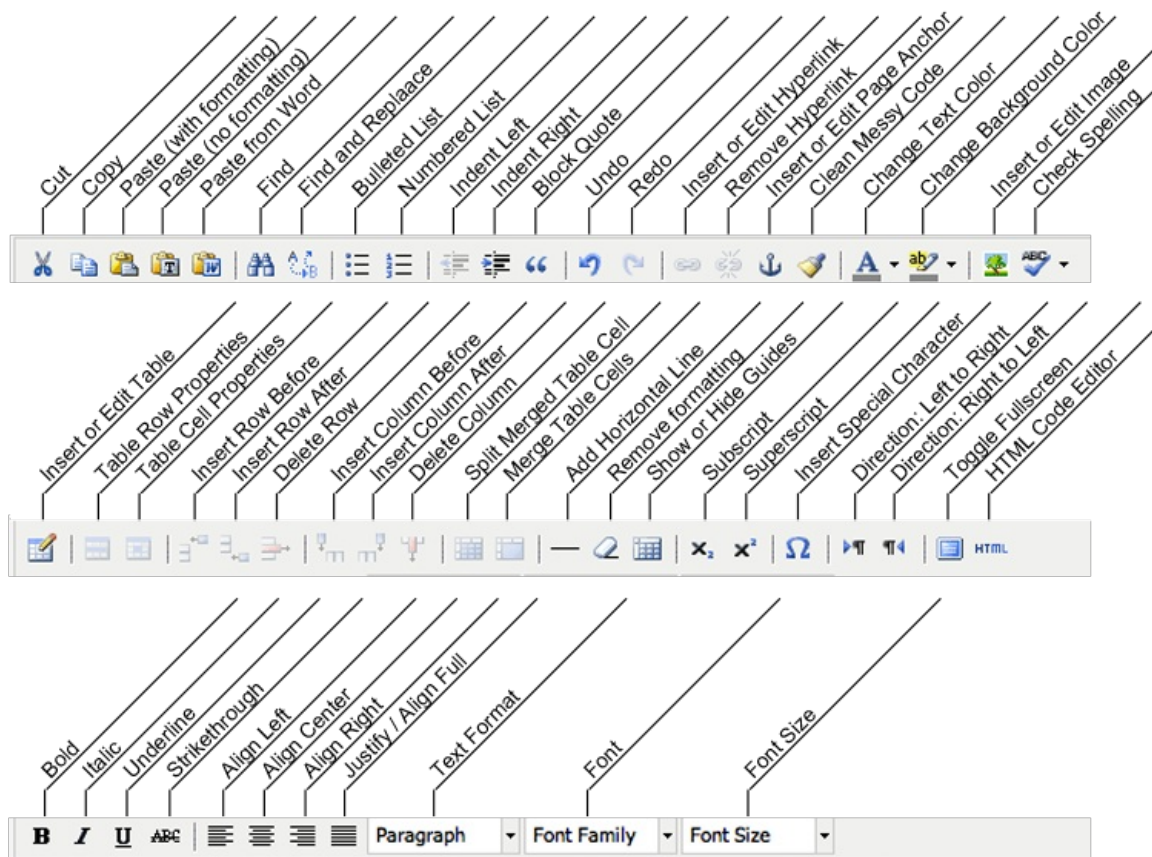
Save **Cancel**

Note: Once you change your page path, your site will be locked down while SWIFT tries to repair links to the changed page. You will be unable to update your site while this is happening.

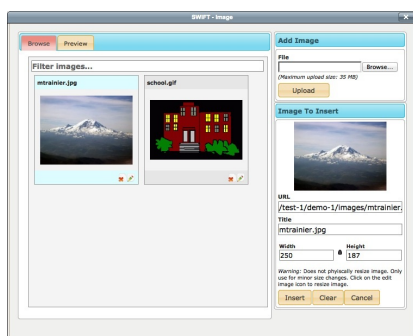
Using Rich Text Editor


The rich text editor is used throughout SWIFT. The tools you have available in your text editor may be more limited depending on where you are editing rich text in SWIFT. This section will give an overview of the popular tools available in the rich text editor.

Overview of Editor Toolbar



Images



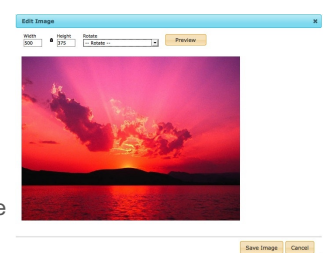
The image manager is accessible from the  icon in the top row of the rich text editor's toolbar. From here you can insert or update any image on your page. Images that you're using around your site can be browsed through on the left-side of the image manager from the *Browse* tab. The *Preview* tab allows you to see how large it will appear on your page and tinker with the soft resizing of the image (from the *Image To Insert* section). You can manage these site photos by clicking on the delete icon (✖) or the edit icon (✎). Editing or deleting photos here will affect that photo across your entire site. If you reuse a photo across your site but want drastically different sizes of it, you should upload multiple copies of the image. If you have many photos, you can filter using the text box at the top of your *Browse* section. Start typing and only images that match your search query will show up.

From the edit image screen, you can physically resize and rotate your image. You should physically resize your images (instead of *soft resizing*, found in the *Image to Insert* section) whenever possible because it will cause your page to load much faster. In SWIFT, height and width options are in pixels. Clicking on the lock/unlock icon between the width and the height will allow you to resize disproportionally and distort your image. Once you are happy with the previewed image, click **Save Image**.

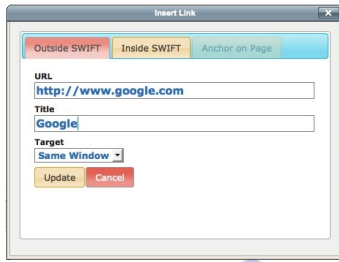
To add new photos, click **Browse** in the *Add Image* area of the *Image Manager*. JPEG, PNG, and GIF files are fully supported in SWIFT. Bitmap files (BMP) have only limited support. If your uploaded BMP file fails to upload, try converting it to a supported format in your favorite image editor (Microsoft Paint or OS X Preview should be able to do the job).


If you have selected an image in your SWIFT site but would now like to add an image that exists outside of SWIFT, click on the **Clear** button and either type or paste in the URL.

Click **Insert** in the *Image to Insert* section once you have chosen and resized your image. Depending on your browser, you should also be able to resize the image from the Rich Text Editor itself.




Hyperlinks

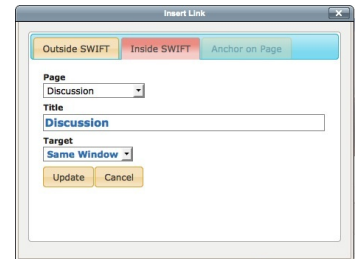


To create a hyperlink, first select some text or an image. Then click on the  icon in the first row of the rich text editor's toolbar. This will only be enabled if you have selected text or an image. From here you have several options. If you are **linking to a web site outside of SWIFT**, make sure the *Outside SWIFT* tab is selected. Then type or paste in the URL of the page you would like to link to. **Don't forget the "http://" or "https://" at the beginning of your URL!** The title will be displayed when users hover over the link or will be read out loud for visitors using a screen reader. The *Target* setting allows you to choose if the link opens up in the same window or a new window when the visitor clicks on it. Click on the **Update** or **Insert** button once you are ready.

Links within your SWIFT site can be inserted from the *Inside SWIFT* tab. Choose the page you would like to link to, update the title and target (if necessary), then click on either the **Update** or **Insert** button.

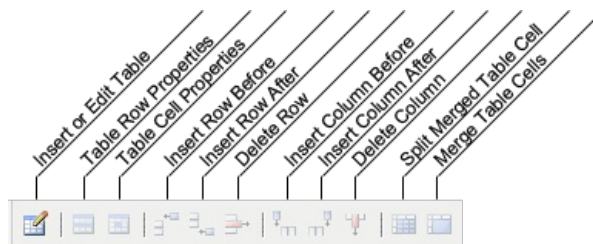
Finally, you can also create links to anchors on the page your editing. Before you can link to anchors you must first add them to your page.

To add an anchor, move your text cursor to the location you would like to place it. Oftentimes this is before headings or the start of major sections in the page. Click on the  icon in the top row of the rich text editor's toolbar to add the anchor. Type in the anchor name and then click **Insert**.

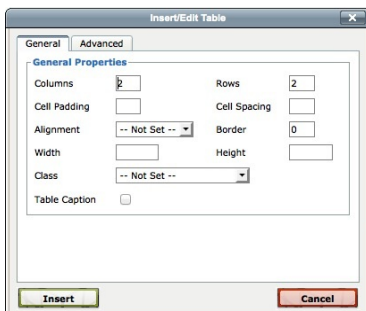


If anchors exist on your page, the last tab in the *Insert Link* dialog box will be enabled. Choose the anchor from the list, enter a title if necessary, and then click either **Insert** or **Update**.

Tables



Tables can be used in SWIFT to organize the layout of information on your pages. Most functions for managing your tables exist on the second row of your rich text editor's formatting toolbar.



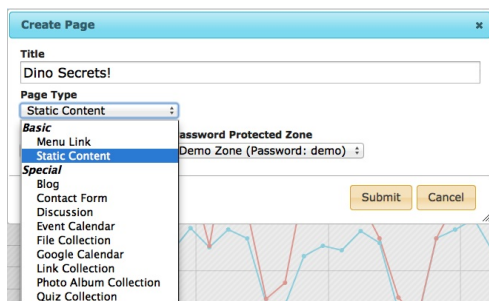
To get started, click on the first icon on the second row of the toolbar (*Insert/Edit Table*). If you would like to edit an existing table, first click inside of the table. From here you can set how many columns and rows you would like in your table and some more advanced formatting settings, such as cell padding and cell spacing.

If you would like your table to run across your page, you can set the width field to either the number of pixels you want (no units needed; example: "200") or a percentage ("90%"). You can also align your table to the middle of your page or floating to the left or right.

Click either **Insert** or **Update** once you have finished setting up the table.

Once your cursor is focused inside an existing table, several other tools will become available. These tools are available in the formatting toolbar or by right clicking inside any of the cells in the table.

Creating Pages



1. Click on the **Create Page** button below the list of pages on the left sidebar.
2. Add a title to your page that is at least 3 characters long. Try to keep page titles as short as possible. Visitors just need the gist of what is on the page, not every detail.

Examples of good page title: Links; Research Links; Dinosaur Links

Examples of bad page title: Helpful Research Links; Research and Reporting Links; Super Awesome Links; Dinosaur Research Web Sites


3. Choose a page type. *Static Content* is the most basic page type. For all other page types, see their corresponding section in this manual.
4. Click **Submit** to add the page. Some page types, such as *Menu Link* and *Google Calendar*, require the page to be set up before it will be displayed on in your menu.










Deleting Pages

You can delete a page by clicking on the red **Delete Page** button in the top-menu while editing the page. You will be asked to confirm the page deletion. For *Documents* and *Photo Album* page types, all photos and documents uploaded to those pages will no longer be accessible.

Once a page has been deleted, you have 30 days to restore accidentally deleted pages. Pages can be either restored or permanently deleted (if you need to clear up disk space) by going to your *site dashboard* and clicking on the **Page Trash** button. If you do not see this button in the top-menu of your site dashboard, you don't have any restorable pages.

Reordering Pages

Your menu can be managed from almost any screen in SWIFT's site management. Updating the order of pages is easy! Simply click and drag the  icon next to the page you want to move. If you would rather a page not exist in your site's menu, simply move it to the *Other Pages* section. These pages can be made accessible by adding links in other pages, but they won't show up in your site's menu. An example of when this might come in handy is if you're trying to keep your menu neat but you want a different homework page for each period or content area you teach. Now you can create one page in your menu called "Homework" and all your period/content area pages in the *Other Pages* section. Now just edit the page in your menu to link to all your other homework pages.

Demo Account		
Pages in Menu		
Home		
Discussion		
Documents		
Events		
Homework		
Class Rules		
Other Pages		
Image Gallery		
Practice Quizzes		
Links		

Page Types

There are several *types* of pages in SWIFT. Depending on the page type you select SWIFT can have multiple pages of the same type on the same site. You can now add a different discussion page, for example, for each period or content area you teach.

Static Content

Static Content pages are the simplest kind of page on SWIFT. There is very little for users to interact with on Static Content pages. If you don't need any of the special functionality of the other pages (such as photo albums, blogs, list of downloadable files, etc.), you will probably want to use this page type. This page type is also the easiest to manage because there are only two fields—*Title* and *Content*. *Content* is just the rich text editor.

Menu Links

Edit Page Details

Title
Washington TSA

Link URL
<http://www.washingtontsa.org>

Link Target
New Window

Menu links actually aren't pages at all. Menu links allow you to put an external link on your site's menu. This may be an external parent portal, grade viewing web site, or something completely different. If you have a site for a club, you could create a Menu Link to the club's state or national level web site. Menu links only have three fields: *Title*, *Link URL*, and *Link Target*. The link will not appear in your site menu until you have a valid URL in the *Link URL* field. The *Link Target* field allows you to specify if you want the link to open in the same window as your SWIFT site or in a new window.

Blog

The **Blog** page type allows you post entries that will be paginated (with the newest entries on the first page). These entries can be commented on by users (similar to discussion threads). Blogs provide an alternative to having a super long static content page for things like homework archives. Long static content pages can crash your browser when editing them and your visitors browsers when they attempt to access them. With blogs you can break up that homework archive page into more manageable entries while still maintaining a comprehensive archive of your homework assignments. In addition, "power visitors" can subscribe to the RSS feed of your **Blog** and receive homework assignments as you post them.




[Create Blog Post](#)
[Manage Categories](#)

Displaying 1-2 of 2 result(s).

<input type="checkbox"/>	Title	Categories	Modified	Status	Comments
<input type="checkbox"/>	First blog post!	announcements	July 2, 2012	Published (Public)	2 (1)
<input type="checkbox"/>	Monday's Homework	homework	July 2, 2012	Published (Public)	0

Apply action to selected items...

Apply

This is the blog post management table and is accessed by clicking on the blog page in your side page menu. You can modify , delete , or pin  (force entry to the top of the list) blog posts from this table.

To mass publish/unpublish, pin/unpin, or delete posts:

1. Check the boxes for the posts you would like to update.
2. Choose the batch action from the *Apply action to selected items...* drop down.
3. Click **Apply**. You will be asked to confirm.

Creating Blog Posts

Create Blog Post

Title *
First blog post!

Content

I am really excited for this school year. Watch this page for homework assignments.

Path: p

Published
Published

Allow Comments
Yes



Categories
announcements

Moderated
-- Blog Default --

To add a new blog post:

1. If you are not already managing your blog page, click on the page in the side page menu.
2. Click on **Create Blog Post**.
3. Enter the title for your new blog post.
4. Enter the initial content for your blog post. This uses the rich text editor so you can make it as fancy as you wish.
5. If you're not ready to publish the post yet, choose "Not Published."
6. (Optional) In the categories field, start typing the categories (if any) this entry falls in. To create a new category, hit the *Enter* or *Return* key after no results come up.
7. If you would like to allow people to comment on your blog entry, choose "Yes" under *Allow Comments*.
8. If you chose "Yes" to *Allow Comments*, choose whether or not you want the comments to be moderated. "Blog Default" will go to whatever you have set as your blog default (under *Edit Page Details*).
9. Click **Submit** to create the blog post.

Managing Blog Posts

To update a post or manage a post's comments, click on the post's title while editing the blog page. Comments can be modified , deleted , or approved  (if necessary). When editing or adding a new comment (**Add Comment** button above comment list), a simplified rich text editor will be displayed. Visitors have fewer options when posting comments (they cannot, for example, insert images).

To mass approve or delete comments:

1. Check the boxes for the comments you would like to update.
2. Choose the batch action from the *Apply action to selected items...* drop down.
3. Click **Apply**. You will be asked to confirm.


Comments

Add Comment


	Name	Comment	Status
	Filter by name...	Filter by comment content...	Filter by status...
<input type="checkbox"/>	Jeremy	I really appreciate this message. I am looking forward to a great school year, as well.	Approved
<input type="checkbox"/>	Jane	I wish to burn all the books in the entire world! Muhahahah.	Approval Pending

Apply action to selected items... **Apply**


Contact Form

Send Email To 


demo@district.edu

Email Subject 

Homework Dropbox Turn-in

Attachments 

Allow 1 Attachment

Verify Humans 

Standard (Limits Spam)

Contact form pages allow you to receive messages and (small) files from your visitors. Contact forms can be sent anonymously and identities can be easily forged on these forms. If you are receiving inappropriate messages, you should consider unpublishing this page until your students learn some manners (good luck!). While your district may scan for viruses in emails, SWIFT makes no attempt to block viruses from being sent. You should never open executable files (.exe in Microsoft Windows) from any email, but especially emails sent from this form.

This page includes a number of settings. By default, the email address associated with your account is entered into the *Send Email To* field. Feel free to change this to any email address you wish. You can customize the *Email Subject* to something unique (advanced users can create an automatic rule in their email application to save emails received with this subject into a particular folder). Attachments cannot be more than 10 MB (total), but you can allow them to upload more than 1 if you wish. The last field (if available in your district) allows you to set whether or not you want to verify the human status of a visitor (this protects you from spam bots on the internet).

There is a greater likelihood that emails from this form will go into your junk email folder. Be sure to check your junk email folder frequently!

Discussion




Discussion pages are a great way to engage your students in an online discussion. Discussion threads can only be started by site authors, while visitors can post replies. Similar to **blog** pages, you can moderate discussion replies before they show up publicly. You can set the default moderation setting in the page settings (expand *Edit Page Details*). This default moderation setting can be overridden on a thread-by-thread basis (some threads can be moderated while others aren't).

Create Thread

Displaying 1-3 of 3 result(s).

	Title	Date Modified	Status	Posts
	Filter by title...	Filter by date...	Filter by status...	
<input type="checkbox"/>	The Great Gatsby: Green Light	July 2, 2012	Published (Public)	2 (2)
<input type="checkbox"/>	The Great Gatsby: Class	July 2, 2012	Published (Public)	0
<input type="checkbox"/>	The Great Gatsby: The American Dream	July 2, 2012	Published (Public)	0

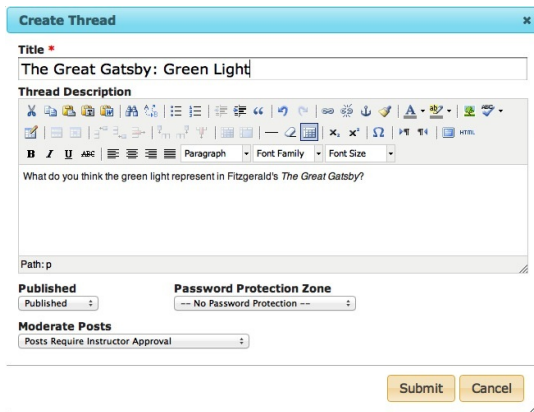
Apply action to selected items... **Apply**

This is the thread management table and is accessed by clicking on the blog page in your side page menu. You can modify , delete , or pin  (force entry to the top of the list) discussion threads from this table.

To mass publish/unpublish, pin/unpin, or delete threads:

1. Check the boxes for the threads you would like to update.
2. Choose the batch action from the *Apply action to selected items...* drop down.
3. Click **Apply**. You will be asked to confirm.

Creating Discussion Threads



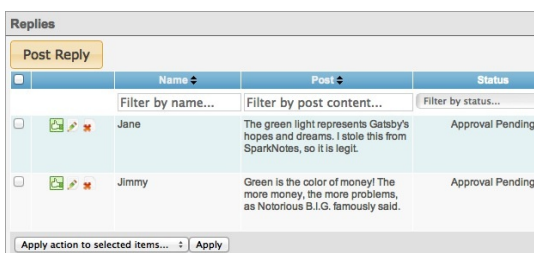
To add a new discussion thread:

1. If you are not already managing your discussion page, click on the page in the side page menu.
2. Click **Create Thread**.
3. Enter the title for your new thread.
4. (Optional) Enter the thread description. This uses the rich text editor so you can make it as fancy as you wish.
5. If you're not ready to publish the thread yet, choose "Unpublished."
6. In the categories field, start typing what categories (if any) this entry falls in. To create a new category, hit the *Enter* or *Return* key after no results come up.
7. Choose whether or not you want site visitors' replies to be moderated.

"Discussion Page Default" will go to whatever you have set as your page default (under *Edit Page Details*).

8. Click **Submit** to create the thread.

Managing Discussion Threads



To update a thread or manage a thread's posts, first click on the post name while editing the discussion page. Posts can be modified , deleted , or approved  (if necessary). When editing or adding a new post (**Post Reply** button above post list), a simplified rich text editor will be displayed. Visitors have fewer options when posting replies (they cannot, for example, insert images).

To mass approve or delete replies:



1. Check the boxes for the replies you would like to update.
2. Choose the batch action from the *Apply action to selected items...* drop down.
3. Click **Apply**. You will be asked to confirm.

Event Calendar

Event Calendar pages allow you to create a simple calendar on your site. Important events and homework due dates can be shown in this calendar format.

Managing Events

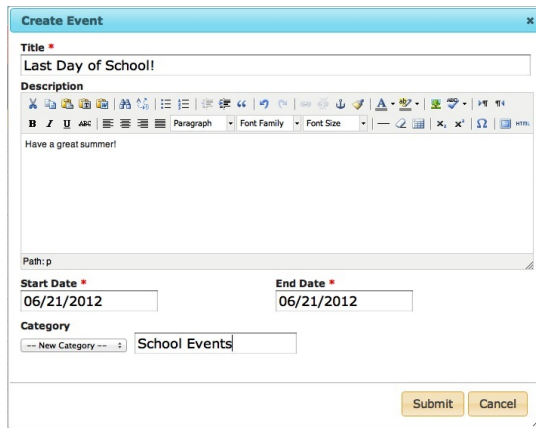
Create Event		Manage Categories		Displaying 1-3 of 3 result(s).		
<input type="checkbox"/>		Title	Start Date	End Date	Category	Modified
		Filter by title...	Filter by start da	Filter by end da	Filter by category...	Filter by date
<input type="checkbox"/>	 	Book Reports Due	June 15, 2012	June 15, 2012	Homework	May 2, 2012
<input type="checkbox"/>	 	Last Day of School	June 21, 2012	June 21, 2012	School	May 2, 2012
<input type="checkbox"/>	 	Final Exam	June 20, 2012	June 20, 2012	Tests and Quizzes	May 2, 2012
Apply action to selected items...		Apply				

Events can be managed from the event management table. You can modify  or delete  an event from within the event management table.

To mass publish/unpublish, delete, or recategorize events:

1. Check the boxes for the events you would like to update.
2. Choose the batch action from the *Apply action to selected items...* drop down.
3. Click **Apply**. You will be asked to confirm.

Creating Events



To add an event:

1. Click on the **Create Event** button above your event management table.
2. Add a title to your event. This should be just a few words.
3. (Optional) Use the rich text editor to add a longer description. This can be accessed by clicking on the event in the calendar.
4. Choose your start and end date. Once you click in either field, a calendar will pop up that will allow you to browse to the correct date.
5. (Optional) Unlike other category fields in SWIFT, events can only belong to one category. Choose an existing category from the list or choose *New Category* and type in the new category name in the box that appears.
6. Click **Submit** to create the event.





File Collection

File collection pages allow you to publish files on your SWIFT site. Files are organized in categories (a single file can exist in multiple categories). Visitors can filter the list of files by name, date, and/or category. A single file cannot be larger than 35 MB. Files that you upload in your file collections count against your site disk space quota. If you run out of the disk space allotted to you, you can request more from your administrator.

Managing Files



	Title	Categories	Date Modified	Status	Downloads
<input type="checkbox"/>	Dinosaurs dinosaur-presentation.pdf 534 KB	dinosaurs	July 2, 2012	Published (Public)	0
<input type="checkbox"/>	SlugBehavior.zip slugbehavior.zip 3 KB	slugs	July 2, 2012	Published (Protected)	0
<input type="checkbox"/>	Dinosaur Quiz Answers dinosaur-quiz-answers.pdf 2.8 MB	dinosaurs	July 2, 2012	Published (Public)	0

This is the file management table and is accessed by clicking on the file collection page in your side page menu. You can download , modify , delete , or pin  (force to the top of the list) files from this table.

To mass publish/unpublish, delete, or pin/unpin files:

1. Check the boxes for the files you would like to update.
2. Choose the batch action from the *Apply action to selected items...* drop down.
3. Click **Apply**. You will be asked to confirm.

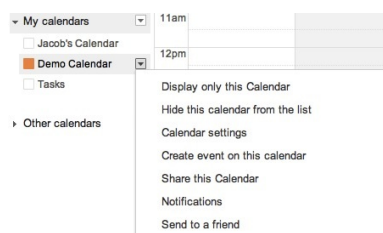
Upload Files

To upload a new file:

1. If you are not already managing your file collection page, click on the page in the side page menu.
2. Click on **Upload File**.
3. Enter a title for your file. This field is optional. If you don't enter one, a title will be generated based on the filename.
4. To choose the file you wish to upload, click on:
Internet Explorer and Firefox: **Browse**
Chrome and Safari: **Choose File**
5. Browse and select the file on your computer.
6. In the categories field, start typing the categories (if any) this file falls in. To create a new category, hit the *Enter* or *Return* key after no results come up.
7. If you're not ready to publish the file yet, choose "Unpublished."
8. If you would like to password protect the file, choose the password from the *Password Protection Zone* drop down list.
9. Click **Submit** to upload the file.

Google Calendar

Google Calendar pages allow you to embed your Google Calendar on your SWIFT site. After you set up this page, you're changes in Google Calendar will instantly show up in SWIFT. Setting up Google Calendar SWIFT pages is a bit tricky, but once you set it up, you shouldn't have to touch it again.



To prepare your Google Calendar for SWIFT you must first make your Google Calendar public and retrieve the XML link.

1. Log in to Google Calendar. Please consult your district or school's own documentation for how to do this.
2. From the left menu, under *My calendars*, hover over the calendar you would like to publish in SWIFT.
3. Click on the down arrow that appears after you hover over the calendar name. Click on *Share this Calendar* from the calendar menu that appears.
4. Make sure the *Make this calendar public* option is checked. If you would like limited information displayed in SWIFT, also check the *Share only my free/busy information* option.
5. Click on **Save** to apply your sharing settings.
6. You will be redirected to your calendar dashboard again. Hover over the calendar name and click on the down arrow again to display the calendar menu. Click on *Calendar settings* option.

Calendar Address:
[Learn more](#)
[Change sharing settings](#)

XML ICAL HTML (Calendar ID: [XXXXXXXXXXXXXXXXXXXX@group.calendar.google.com](#))
This is the address for your calendar. No one can use this link unless you have made your calendar public.

Demo Calendar Details

[Calendar Details](#) [Share this Calendar](#) [Notifications](#)

[Back to calendar](#) [Save](#) [Cancel](#)

☒ **Make this calendar public** [Learn more](#)
This calendar will appear in public Google search results.
☐ **Share only my free/busy information (Hide details)**

7. Under *Calendar Address* (**NOT Private Address—this will show private calendar entries**), right click on **XML** and copy the link. The name for the copy link option varies by browser:
Internet Explorer users select *Copy Shortcut*
Firefox users select *Copy Link Location*
Chrome users select *Copy Link Address*
Safari users select *Copy Link*
8. Back in SWIFT, paste this URL into your *Google Calendar XML URL* field while editing your Google Calendar page.
9. Click on **Save** in SWIFT.
10. Visit the page to make sure your events are showing up correctly by clicking on **Visit Page** in the top menu bar.


Link Collection





Link collection pages allow you to publish lists of links on your SWIFT site. Links are organized in categories (a single link can exist in multiple categories). Visitors can filter links by title, categories, and date.

Manage Links

Add LinkManage Categories

Displaying 1-3 of 3 result(s).

<input type="checkbox"/>		Title ↕	URL ↕	Categories	Published ↕	Clicks ↕
		Filter by title...	Filter by URL...	Filter by category...	Filter by published...	
<input type="checkbox"/>	   	Google Google is one of the largest search engines.	http://www.google.com	search engines	Published	0
<input type="checkbox"/>	   	Yahoo!	http://www.yahoo.com	search engines	Published	0
<input type="checkbox"/>	   	Bing!	http://www.bing.com	search engines	Published	0
Apply action to selected items... <input type="button" value="Apply"/>						

This is the link management table and is accessed by clicking on the link collection page in your side page menu. You can visit , modify , delete , or pin  (force to the top of the list) links from this table.

To mass publish/unpublish, delete, or pin/unpin links:

1. Check the boxes for the links you would like to update.
2. Choose the batch action from the *Apply action to selected items...* drop down.
3. Click **Apply**. You will be asked to confirm.

Adding Links

Add Link ✕

Title *

Google

Description

Google is one of the most popular search engines.

URL *

<http://www.google.com>

Categories

search engines ✕

Published

Published ▾

Submit

Cancel

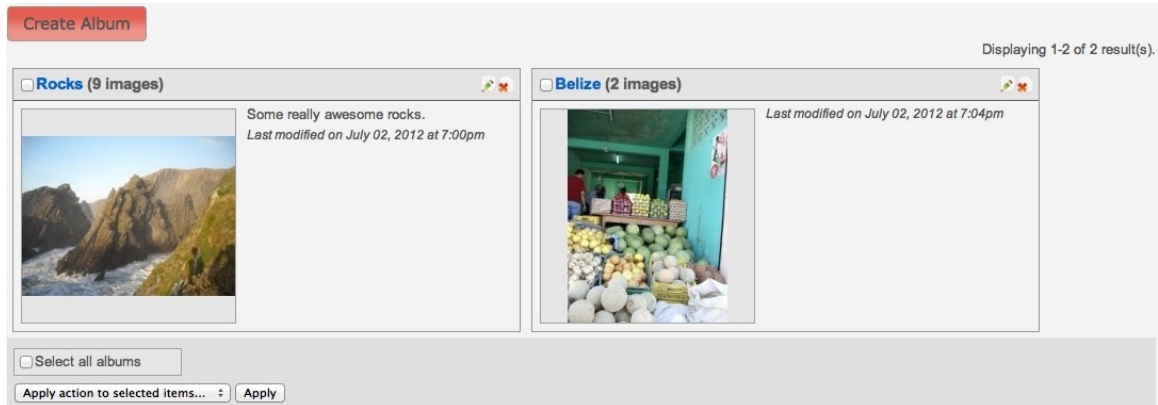
To create a link:




1. Click on the **Add Link** button above your link management table.
2. Add a title to your link.
3. (Optional) Describe your link in more detail.
4. Type or paste in the URL for the link. This must start with the protocol (e.g. "http://" or "https://").
5. (Optional) Start typing in categories in the *Categories* field. Hit the *Enter* or *Return* key after entering the category name or selecting it from the list of existing categories (as you type).
6. Click **Submit** to add the link.

Photo Album Collection

Photo album collection pages allow you to publish photos, organized by album, to your visitors.

Be sure to follow federal and state laws as well as your own school or district policies when posting photos that include students.




While editing the photo album collection page you can modify  or delete  your albums. To manage the photos in the album, click on either the  icon or the album title.

You can publish/unpublish or delete multiple photo albums at the same time by:

1. Check the boxes for the photo albums you wish to update.
2. Choose an option from the *Apply action to selected items...* drop down.
3. Click **Apply**. You will be asked to confirm.

Creating Photo Album

Create Album 

Title *

Description

Published

To create a photo album:

1. Click on **Create Album** above your list of albums while managing your photo album collection page.
2. Type the title of the photo album.
3. (Optional) type in a more detailed description of the photo album.
4. Choose the photo album's initial published status.
5. Click **Submit** to create the photo album.

Photos

Upload New Photo

Photo

Choose File


no file selected



(Maximum upload size: 35 MB; ZIP archives with images inside are allowed)

Upload


Total 2 result(s).



☐ DSC00009.jpg




0 views  

☐ MAH00271.jpg





0 views  

☐ Select all photos

Apply action to selected items... 

Apply

From here you can modify  or delete  your photos. You can delete or reset the view count of multiple photos by checking their respective boxes, choosing an action, and clicking **Apply**.

Uploading Photos

While managing a photo album the form to add new photos is directly above the list of current images.

1. To choose the photo or ZIP file containing the photos you wish to upload, click on:
Internet Explorer and Firefox: **Browse**
Chrome and Safari: **Choose File**
2. Browse and select the file on your computer.
3. Click **Upload**.

If you are having trouble uploading your file, make sure it meets the following requirements:

1. Total file size is under 35 MB.
2. Images are PNG, JPEG, or GIF. There is limited support for BMP.
3. ZIP files must not be password protected.


Quiz Collection

With **quiz collection** pages you can post quizzes on your SWIFT site. All quizzes are in simple multiple choice format.

Create Quiz

Displaying 1-3 of 3 result(s).

<input type="checkbox"/>		Title ▴	Status	Questions	Modified ▴
		Filter by title...	Filter by status...		Filter by date...
<input type="checkbox"/>	  	Dinosaur Quiz	Published (Public)	4	July 3, 2012
<input type="checkbox"/>	  	Practice Multiplication	Published (Public)	3	July 3, 2012
<input type="checkbox"/>	  	Practice Addition	Published (Public)	3	July 3, 2012
Apply action to selected items... ▴ <input type="button" value="Apply"/>					

From this quiz collection management table, you can modify , delete , or pin  (force to the top of the list) existing quizzes.


Creating Quizzes

Create Quiz ×

Title *

Dinosaur Quiz

Description


How much do you remember about our dinosaurs unit?

Path: p

Emailing Quiz Results

Allow Emailing ▾

Email Address

demo@district.edu

Email Subject

Dinosaur Quiz Results from your SWIFT Site





Published




Published ▾

To create a quiz:

1. If you are not already managing your quiz collection page, click on the page in the side page menu.
2. Click on **Create Quiz**.
3. Type a title for your quiz.
4. (Optional) Type in a description for your quiz.
5. (Optional) You can either *allow* or *force* your students to email you their quiz results. If you allow them to, students will be able to check their scores before sending.
6. (If you enabled *emailing quiz results*) Verify the email and email subject are correct.
7. Choose whether you would like this quiz published right now.

8. Click **Submit** to add the quiz.


Questions				
Create Question			Total 4 result(s).	
Order		Question	Answer	Reason
1	 	About how long has it been since dinosaurs roamed the Earth?	About 65.5 Million Years Ago	Dinosaurs became extinct around the end of the Cretaceous period
2	 	What animal is the closest living ancestor to Jurassic dinosaurs?	Birds	
3	 	What did the Tyrannosaurus Rex primarily eat?	Other Animals	T-rex's teeth are like other animals who eat animal meat.
4	 	What do you get when you cross a dinosaur with fireworks?	DINOMITE!	

Quizzes can have an infinite number of questions (well, don't be cruel). Each question can have an infinite number of answer options (see previous parenthetical statement regarding cruelty). Quiz questions can be rearranged by clicking and dragging the  icon up and down. Each question must have exactly one correct answer. Questions can be modified  or deleted  from within the quiz question management table.

Creating Questions

Create Question

Question



What did the Tyrannosaurus Rex primarily eat?

Path: p

Reason

T-rex's teeth are like other animals who eat animal meat.

Correct

Answer Option Text


☐ School Children
 ☐ Vegetables
 ☒ Other Animals

+ Add Answer Option

Create Question

Cancel

To create a new quiz question:

1. If you are not already managing a quiz, click on the quiz title in the quiz management table.
2. Click **Create Question** above the question management table.
3. Enter your question using the simplified rich text editor.
4. (Optional) Explain the answer in the *Reason* field.
5. Start adding answer options. You can remove options using the  icon. Click on **Add Answer Option** to add more options.
6. Be sure to choose which answer is correct.
7. Click **Create Question** to add the question to the quiz.